



FINANCIAL STATEMENT

JULY 31, 2011

FOR INTERNAL USE



STATEMENT OF FINANCIAL POSITION

	JULY 31, 2011	JUNE 30, 2011	JULY 31, 2010
CURRENT ASSETS			
Cash in Banks	\$19,448	\$32,562	\$630
Acc. Rec. Sales	\$135,325	\$125,734	\$224,232
Acc. Rec. Agency Revenue	\$186,222	\$240,561	\$266,711
Inventories	\$23,685	\$22,525	\$68,742
Prepaid Expenses	\$67,554	\$60,909	\$48,352
Total Current Assets	\$432,234	\$482,291	\$608,667
PROPERTY AND EQUIPMENT			
Land	\$38,792	\$38,792	\$38,792
Building & Improvements	\$1,580,431	\$1,580,431	\$1,578,347
Property & Equipment	\$570,079	\$570,079	\$1,066,441
Total Prop & Equip	\$2,189,302	\$2,189,302	\$2,683,580
Less:Acc. Depr. P & E	\$1,046,413	\$1,040,455	\$1,323,741
Net Book Value	\$1,142,889	\$1,148,847	\$1,359,839
OTHER ASSETS			
Savings	\$275,566	\$274,849	\$39,768
Savings-Laundry Fund	\$52,751	\$0	\$0
Total Other Assets	\$328,317	\$274,849	\$39,768
TOTAL ASSETS	\$1,903,440	\$1,905,987	\$2,008,274
CURRENT LIABILITIES			
Accounts Payable-Trade	\$49,271	\$59,016	\$113,613
Accrued Salaries	\$106,466	\$125,846	\$125,560
Accrued Payroll Taxes	-\$2,148	-\$7,113	\$5,759
Laundry Fund Payable	\$52,751	\$0	\$0
Notes Payable-Current	\$0	\$0	\$552
Total Current Liab.	\$206,340	\$177,749	\$245,484
LONG TERM LIABILITIES			
Mortgage Payable	\$362,663	\$368,178	\$426,823
Total Long Term Liab.	\$362,663	\$368,178	\$426,823
NET ASSETS			
Unrestricted	\$1,334,437	\$1,360,060	\$1,335,967
Total Net Assets	\$1,334,437	\$1,360,060	\$1,335,967
TOTAL LIABILITY & NET ASSETS	\$1,903,440	\$1,905,987	\$2,008,274



**STATEMENT OF ACTIVITIES
FOR SEVEN MONTHS ENDING:**

	CURRENT MONTH	BUDGET CURRENT MONTH	VARIANCE TO BUDGET %	Notes	CURRENT YEAR TO DATE	BUDGET YEAR TO DATE	JULY 31, 2011 VARIANCE TO BUDGET %	PRIOR YEAR TO DATE
DEVELOPMENT								
Contributions	\$520	\$119	337%		\$6,044	\$7,854	-23%	\$10,127
United Way of the Greater Winona Area	\$0	\$11,000	-100%	A	\$10,700	\$11,000	-3%	\$11,000
Golf Tournament	\$21,665	\$12,000	81%	B	\$37,021	\$30,000	23%	\$33,737
Grants-Special Projects	\$0	\$5,000	-100%	C	\$5,000	\$15,000	-67%	\$8,978
Special Events	\$0	\$0	0%		\$1,605	\$4,000	-60%	\$8,175
TOTAL DEVELOPMENT INCOME	\$22,185	\$28,119	-21%		\$60,370	\$67,854	-11%	\$72,017
Development/Public Relations Expenses	\$9,602	\$8,743	10%	D	\$24,632	\$12,811	92%	\$13,384
NET DEVELOPMENT	\$12,583	\$19,376	-35%		\$35,738	\$55,043	-35%	\$58,633
SALES								
Workshop Sales	\$69,139	\$118,921	-42%	E	\$688,451	\$868,126	-21%	\$967,057
Cost of Materials	\$8,830	\$41,077	-79%	E	\$183,357	\$299,863	-39%	\$269,301
SALES LESS MATERIALS	\$60,309	\$77,844	-23%	E	\$505,094	\$568,263	-11%	\$697,756
AGENCY REVENUE								
Case Service	\$0	\$384	-100%	F	\$8,593	\$5,184	66%	\$13,868
DEED CBE	-\$69	\$10,682	-101%	F	\$68,166	\$63,509	7%	\$66,855
DEED SE/CE	\$0	\$29,288	-100%	F	\$177,306	\$213,780	-17%	\$206,254
DEED NEXT STEP	\$0	\$2,911	-100%	F	\$27,365	\$30,214	-9%	\$29,721
Winona County Support	\$25,256	\$26,224	-4%		\$177,783	\$185,242	-4%	\$177,743
Other County Support	\$3,265	\$5,384	-39%	G	\$22,823	\$32,876	-31%	\$32,797
Wisconsin Programs	\$592	\$4,564	-87%	H	\$13,266	\$29,501	-55%	\$37,895
Welfare to Work	\$9,889	\$10,176	-3%		\$62,576	\$82,500	-24%	\$75,400
Transportation	\$14,702	\$15,936	-8%		\$105,281	\$116,334	-10%	\$104,330
Other Revenue	\$9,030	\$518	1643%	I	\$15,325	\$3,782	305%	\$2,956
Grants - OSHA	\$2,977	\$11,397	-74%	J	\$56,309	\$42,706	32%	\$0
Grants - Fastrac	\$5,970	\$11,093	-46%	K	\$46,091	\$50,822	-9%	\$37,851
D T & H, Career Options	\$47,327	\$50,199	-6%		\$345,003	\$366,453	-6%	\$358,384
TOTAL AGENCY REVENUE	\$118,939	\$178,756	-33%		\$1,125,887	\$1,222,903	-8%	\$1,144,054
TOTAL REVENUE	\$191,831	\$275,976	-30%		\$1,666,719	\$1,846,209	-10%	\$1,900,443
LESS: OPERATING EXPENSES	\$64,339	\$88,743	-27%		\$509,314	\$621,651	-18%	\$683,317
LESS: ADMIN. EXPENSES	\$153,118	\$169,317	-10%		\$1,099,141	\$1,178,838	-7%	\$1,065,172
NET INCOME/LOSS	-\$25,626	\$17,916	-243%		\$58,264	\$45,720	10130%	\$151,954
DEPRECIATION EXPENSE	\$5,958	\$5,958	0%		\$41,706	\$41,706	0%	\$60,828
NET INCOME/LOSS FROM OPERATIONS	-\$19,668	\$23,874	-182%		\$99,970	\$87,426	14%	\$212,782

See Notes: (Scope= Variance to Budget 10% & \$1,000)



**STATEMENT OF EXPENSE ACTIVITIES
FOR SEVEN MONTHS ENDING:**

	CURRENT MONTH	BUDGET CURRENT MONTH	MONTH VARIANCE TO BUDGET %	Notes	CURRENT YEAR TO DATE	BUDGET YEAR TO DATE	JULY 31, 2011 YTD VARIANCE TO BUDGET %	PRIOR YEAR TO DATE
OPERATING EXPENSES								
Worker Wages	\$38,493	\$56,410	-32%	L	\$326,232	\$411,794	-21%	\$446,872
Worker Benefit Wages	\$5,350	\$6,882	-22%	L	\$29,864	\$37,722	-21%	\$48,887
Worker Workers' Compensation	\$5,215	\$6,131	-15%	L	\$27,566	\$43,541	-37%	\$52,945
Worker Payroll Taxes	\$3,201	\$4,904	-35%	L	\$27,094	\$34,832	-22%	\$38,621
Vehicle Expense	\$8,987	\$5,223	72%	M	\$43,866	\$34,289	28%	\$36,138
Repair & Maintenance Building & Equipment	\$1,476	\$2,765	-47%	N	\$22,015	\$19,604	12%	\$23,787
Utilities	\$1,053	\$6,216	-83%	O	\$29,570	\$37,532	-21%	\$34,267
Safety Supplies	\$564	\$212	166%		\$3,107	\$2,337	33%	\$1,800
TOTAL OPERATING EXPENSES	\$64,339	\$88,743	-27%		\$509,314	\$621,651	-18%	\$683,317
ADMINISTRATIVE EXPENSES								
Staff Salaries	\$89,853	\$105,776	-15%	P	\$690,515	\$750,506	-8%	\$659,407
Staff Benefits	\$14,209	\$22,641	-37%	P	\$138,420	\$160,643	-14%	\$145,139
Staff Taxes	\$13,633	\$11,916	14%	P	\$90,574	\$84,548	7%	\$76,241
Retirement Plan, 403B	\$905	\$820	10%	P	\$5,152	\$4,372	18%	\$3,955
Professional Services	\$13,283	\$1,550	757%	Q	\$23,941	\$18,300	31%	\$16,091
Office Supplies	\$617	\$1,594	-61%	R	\$9,611	\$11,635	-17%	\$10,798
Continuing Education	\$39	\$1,000	-96%		\$1,880	\$6,500	-71%	\$3,382
Outside Services - Grants	\$3,900	\$5,000	-22%	S	\$14,475	\$10,000	45%	\$0
Staff Expense	\$2,461	\$4,781	-49%	T	\$30,328	\$34,901	-13%	\$34,265
Telephone	\$890	\$417	113%		\$3,730	\$2,919	28%	\$3,058
Postage	\$846	\$780	8%		\$2,455	\$3,280	-25%	\$2,223
Dues & Subscriptions	\$1,004	\$676	49%		\$5,215	\$4,732	10%	\$4,790
Depreciation	\$5,958	\$5,958	0%		\$41,706	\$41,706	0%	\$60,828
Uniform & Rug Rental	\$702	\$615	14%		\$5,642	\$4,613	22%	\$4,583
Interest Expense	\$1,825	\$2,038	-10%		\$13,519	\$13,939	-3%	\$16,635
Client Transportation - City Bus Pass	\$1,800	\$2,250	-20%		\$14,049	\$15,750	-11%	\$14,987
Insurance	\$1,035	\$1,250	-17%		\$7,246	\$8,750	-17%	\$7,488
Banking Fees / Miscellaneous Expense	\$158	\$255	-38%		\$683	\$1,744	-61%	\$1,302
Bad Dept Expense	\$0	\$0	0%		\$0	\$0	0%	\$0
TOTAL ADMINISTRATIVE EXPENSES	\$153,118	\$169,317	-10%		\$1,099,141	\$1,178,838	-7%	\$1,065,172

See Notes: (Scope= Variance to Budget 10% & \$1,000)



SALES BY CUSTOMER

FOR SEVEN MONTHS ENDING: JULY 31, 2011

Production Floor 1

	Month	2011 YTD	2010 YTD	2009 YTD	2008 YTD	2007 YTD
Brian's Toys	\$1,320	\$4,572	\$0	\$0	\$0	\$0
Fastenal Company	\$0	\$1,078	\$4,026	\$40,987	\$111,688	\$97,633
Hal Leonard Corp.	\$1,794	\$41,268	\$32,357	\$19,360	\$32,458	\$14,983
Peerless Chain Company	\$1,151	\$5,415	\$3,600	\$3,497	\$5,042	\$20,738
Smurfit Stone Container	\$0	\$0	\$4,482	\$9,494	\$12,683	\$8,214
Thern	\$1,153	\$9,716	\$4,862	\$18,482	\$13,227	\$11,136
Watkins Inc.	\$6,657	\$34,796	\$4,862	\$18,482	\$13,227	\$11,136
Watlow Electric Mfg.	\$0	\$765	\$14,440	\$14,539	\$24,508	\$16,127
Wincraft	\$7,306	\$85,196	\$122,459	\$74,769	\$72,075	\$92,655
Winona Lighting	\$458	\$5,407	\$0	\$0	\$0	\$0
Other	\$1,366	\$11,585	\$6,712	\$6,708	\$449	\$9,951
Total	\$21,205	\$199,798	\$197,800	\$206,318	\$285,357	\$282,573
# of Customers	9					
Discontinued Customers			\$15,029	\$14,946	\$7,781	\$7,988

Production Floor 2

	Month	2011 YTD	2010 YTD	2009 YTD	2008 YTD	2007 YTD
Peerless Chain Company	\$3,122	\$27,521	\$28,179	\$14,107	\$28,404	\$47,748
Smurfit Stone Container	\$8,663	\$203,290	\$346,679	\$262,081	\$328,543	\$356,811
Other	\$0	\$0	\$0	\$0	\$1,055	\$0
Total	\$11,785	\$230,811	\$374,858	\$276,188	\$358,002	\$404,559
# of Customers	2					
Discontinued Customers			\$2,696	\$6,589	\$7,205	\$8,237



SALES BY CUSTOMER

FOR SEVEN MONTHS ENDING:

JULY 31, 2011

CBS Sites	Month	2011 YTD	2010 YTD	2009 YTD	2008 YTD	2007 YTD
Behrens	\$2,200	\$13,860	\$0	\$0	\$0	\$0
Benchmark	\$2,081	\$19,443	\$14,414	\$7,355	\$0	\$0
Bluff City Properties	\$400	\$3,700	\$5,400	\$6,025	\$0	\$0
Bluffview Montessori School	\$0	\$8,448	\$0	\$5,742	\$5,964	\$5,520
Bub's Brewing Co.	\$1,000	\$7,300	\$7,350	\$4,929	\$4,387	\$4,172
Chartwell	\$0	\$5,241	\$3,385	\$2,405	\$2,545	\$7,808
Cotter School	\$0	\$7,859	\$1,250	\$1,255	\$0	\$0
Cotter/Steak Shop Catering	\$0	\$12,135	\$8,855	\$10,124	\$11,589	\$13,470
Fastenal Company	\$4,412	\$30,752	\$56,895	\$46,820	\$26,824	\$28,019
Hal Leonard	\$0	\$1,841	\$2,787	\$4,417	\$2,956	\$3,250
Peerless Chain Company	\$7,040	\$48,030	\$41,800	\$27,453		
Riverstar	\$800	\$13,187	\$810	\$5,305	\$4,710	\$4,320
RTP Company	\$3,360	\$24,360	\$24,528	\$30,872	\$36,654	\$27,648
Watkins Inc.	\$6,202	\$6,648	\$0	\$951	\$0	\$0
Watlow Controls	\$4,496	\$20,607	\$14,162	\$0	\$0	\$0
Wellingtons/Westgate Bowl	\$1,000	\$8,010	\$6,529	\$6,610	\$5,565	\$5,335
Wincraft	\$1,104	\$3,002	\$1,594	\$3,069	\$3,736	\$8,556
Other	\$2,054	\$10,611	\$19,520	\$37,542	\$68,465	\$66,517
Total	\$36,149	\$245,034	\$209,279	\$200,874	\$173,395	\$174,615
#of Customers	23					
Discontinued Customers			\$601	\$14,209	\$11,029	\$11,565



**COST CENTER SUMMARY
FOR ONE MONTH ENDING:**

JULY 31, 2011

	Center Based Employment	D, T, & H	Welfare to Work	Placement & Next Step	Wisconsin Program	Community Based - EE	Administration	Transportation	Production	Operations - CBS	Operations - Floor 1	Operations - Floor 2	Operations - Machining	Total
Total Direct Wages	\$3,097	\$2,371	\$1,962	\$410	\$109	\$0	\$553	\$0	\$1,658	\$18,716	\$7,288	\$2,330	\$0	\$38,493
Total Operation Cost	\$1,265	\$989	\$720	\$149	\$42	\$0	\$467	\$8,275	\$1,400	\$6,850	\$4,135	\$1,556	\$0	\$25,846
Total Staff Cost	\$4,242	\$14,965	\$936	\$3,317	\$0	\$7,503	\$32,800	\$8,036	\$2,806	\$31,257	\$8,896	\$3,841	\$0	\$118,600
Total Administration Cost	\$39	\$0	\$0	\$0	\$0	\$0	\$29,242	\$7,285	\$5,592	\$1,846	\$85	\$32	\$0	\$44,120
Administration Distribution	\$15,911	\$14,300	\$1,828	\$204	\$317	\$6,056	\$0	\$0	\$0	\$15,805	\$7,601	\$1,039	\$0	\$63,061
Production Distribution								\$0	\$0		\$10,078	\$1,377	\$0	\$11,456
Total Indirect Cost	\$21,458	\$30,255	\$3,483	\$3,670	\$359	\$13,559	\$63,061	\$23,596	\$11,456	\$55,758	\$30,795	\$7,845	\$0	\$263,083
Total Direct & Indirect Costs	\$24,555	\$32,626	\$5,445	\$4,080	\$468	\$13,559	\$63,061	\$23,596	\$11,456	\$74,474	\$38,083	\$10,175	\$0	\$227,059
Total Income	\$21,303	\$47,327	\$9,889	\$3,987	\$592	\$17,965	\$21,863	\$17,679	\$0	\$35,704	\$20,144	\$4,979	\$0	\$201,433
Net Income or (Loss)	-\$3,252	\$14,701	\$4,444	-\$93	\$124	\$4,406	\$21,863	-\$5,917	\$0	-\$38,770	-\$17,939	-\$5,196	\$0	-\$25,626
Distribution Community Based - EE										\$4,406				
Distribution Program Profit/Loss										\$19,836	\$9,539	\$1,304	\$0	
Distribution Welfare to Work										\$2,222	\$1,494	\$728	\$0	
Distribution of Center Based Employment												-\$391	\$0	
Net Income or (Loss)										-\$12,305	-\$9,766	-\$3,555	\$0	-\$25,626



**COST CENTER SUMMARY
FOR SEVEN MONTHS ENDING:**

JULY 31, 2011

	Center Based Employment	D T & H	Welfare to Work	Placement & Next Step	Wisconsin Program	Community Based - EE	Administration	Transportation	Production	Operations - CBS	Operations - Floor 1	Operations - Floor 2	Operations - Machining	Total
Total Direct Wages	\$9,902	\$17,944	\$2,853	\$1,364	\$725	\$0	\$7,808	\$4,437	\$24,265	\$149,588	\$82,631	\$23,570	\$1,145	\$326,232
Total Operation Cost	\$3,504	\$5,346	\$818	\$361	\$211	\$0	\$13,837	\$41,227	\$41,730	\$39,611	\$27,745	\$8,241	\$450	\$183,082
Total Staff Cost	\$32,942	\$125,440	\$15,210	\$34,640	\$14,398	\$50,976	\$217,214	\$61,995	\$24,251	\$221,890	\$77,365	\$32,792	\$15,548	\$924,661
Total Administration Cost	\$326	\$39	\$3,522	\$0	\$1,701	\$0	\$94,036	\$35,326	\$41,660	\$21,470	\$820	\$214	\$0	\$199,114
Administration Distribution	\$85,988	\$63,767	\$7,166	\$689	\$2,136	\$46,333		\$1,341		\$71,304	\$48,342	\$5,684	\$145	\$332,895
Production Distribution								\$0			\$117,663	\$13,836	\$408	\$131,906
Total Indirect Cost	\$122,759	\$194,593	\$26,715	\$35,690	\$18,446	\$97,308	\$332,895	\$139,889	\$131,906	\$354,276	\$271,936	\$60,767	\$16,552	\$1,771,659
Total Direct & Indirect Costs	\$132,661	\$212,537	\$29,568	\$37,054	\$19,171	\$97,308	\$332,895	\$144,326	\$131,906	\$503,864	\$354,567	\$84,337	\$17,696	\$1,633,089
Total Income	\$193,688	\$345,000	\$62,576	\$128,767	\$13,267	\$230,076	\$45,196	\$161,590	\$0	\$240,586	\$195,012	\$67,787	\$7,809	\$1,691,353
Net Income or (Loss)	\$61,026	\$132,463	\$33,008	\$91,713	-\$5,904	\$132,768	\$45,196	\$17,264	\$0	-\$263,278	-\$159,555	-\$16,550	-\$9,887	\$58,264
Distribution Community Based - EE										\$132,768				
Distribution Program Profit/Loss										\$159,529	\$108,157	\$12,718	\$328	
Distribution Welfare to Work										\$8,597	\$22,004	\$2,406		
Distribution of Center Based Employment										\$54,485	\$6,407	\$134		
Net Income or (Loss)										\$37,616	\$25,092	\$4,981	-\$9,425	\$58,264



**Notes to Financial Statement
JULY 31, 2011**

Accounts Receivable - Sales	7/31/2011	6/30/2011	5/31/2011
Balance At:	\$135,325	\$125,734	\$147,442
Current:	\$68,148	\$82,869	\$86,468
30-60 Days	\$61,546	\$37,546	\$39,723
Over 60 Days	\$2,956	\$2,082	\$18,382
Over 90 Days	\$2,675	\$3,237	\$2,869
Sub Total over 30 Days	\$67,177	\$42,865	\$60,974

Accounts Receivable - Agence Revenue	7/31/2011	6/30/2011	5/31/2011
Balance At:	\$186,222	\$240,561	\$229,024
Current:	\$130,496	\$187,341	\$217,806
30-60 Days	\$47,500	\$43,921	\$3,312
Over 60 Days	\$1,943	\$1,834	\$4,759
Over 90 Days	\$6,283	\$7,465	\$3,147
Sub Total over 30 Days	\$55,726	\$53,220	\$11,218

Accounts Payable	7/31/2011	6/30/2011	5/31/2011
Balance At:	\$49,271	\$59,016	\$53,649
Current:	\$49,271	\$59,016	\$53,649
30-60 Days	\$0	\$0	\$0
Over 60 Days	\$0	\$0	\$0
Over 90 Days	\$0	\$0	\$0
Sub Total over 30 Days	\$0	\$0	\$0

Notes Payable	Operating Note	Payroll Note
Balance at Month End:	\$0	\$0
Current Balance: 8/19/2011	\$0	\$0

Notes to Financial Statement
JULY 31, 2011



Note:

Contributions: Received \$520 Thank you to:

Mary Rusert, Stanley & Suzanne Ferguson, William Lindquist, August Karcher, Gerald & Mary Ann Burfeind, Helen Simon
Robert & Barbara Dufresne, Robert & Rosemary Shoup & Rosemary Broughton.

A United Way of the Greater Winona Area

Received our 2011-2012 grant notice, \$10,700 in June. Budgeted for for July, \$11,000.

B Golf Tournament

Well over budget, \$7,021 - 23% for the year. Majority of the golf fees came in in July. Budget base on income receipts from 2010.

C Grants-Special Events

Budgeted \$15,000 for special grants for the year. We have only received one for \$5,000.

D Development/Public Relations

Over budget \$859 - 10% for the month. Laundry fund raising costs. Wine & Cheese nights and printing costs.

E Net Sales

Under budget \$17,535 - 23% for the month.. Under budget \$63,169 - 11% for the year. Work very low for both production floors.

F Case Service, DEED Funding, Next Step

With the state shut down July 1st. We were unable to process any billings through these funding sources. Once the contracts come in we might be able to process some.

G Other County

Under budget \$2,119 - 39% for the month. Under budget \$10,053 - 31% for the year. Budget based on 2010 activity. Hours down, fewer people.

H Wisconsin Programs

We will continue to see small dollars from Wisconsin for 1 individual participating in our In-house program. All services provided in Wisconsin have been ended.

I Other Revenue

Over budget \$8,512 - 1643% for the month. Over budget \$11,543 - 32% for the year. With the state shut down, we provided additional services to Workforce Center during the interim.

J OSHA Grant

Under budget \$8,420 - 74% for the month. Over budget 13,603 - 32% for the year. Timing issue.

K Fastrac Grant

Under budget \$5,123 - 46% for the month. Under budget \$4,731 - 90% for the year. Budget estimate based on 2010 activity.

L Client Wages, Benefits & Tax

Under budget \$22,068 - 30% for the month. Under budget \$117,133 - 22% for the year. Sales down, hours down.

M Vehicle Expense

Over budget \$3,674 - 72% for the month. Over budget \$9,577 - 28% for the year. Numerous repairs to the busses, A/C, Leaf spring replacement, ball joints.

N Repair & Maintenance Building & Equipment

Under budget \$5,163 - 83% for the month. Under budget \$7,962 - 21% for the year. Machining department shut down.

O Utilities

Over budget in June, under budget in July, timing issue on direct billing. Overall down with Machining department shut down.

Notes to Financial Statement
JULY 31, 2011



P Staff Salaries, Benefits & Taxes

Under budget \$22,553 - 16% for the month. Under budget \$75,408 - 8% for the year. Staff cuts, health insurance enrollment down and w/c expenses.

Q Professional Services

Over budget \$11,733 - 757% for the month. Over budget \$5,641 - 31% for the year. Timing issue, audit billings.

R Office Supplies

Under budget \$977 - 61% for the month. Under budget \$2,035 - 17% for the year. Monitoring purchases.

S Outside Services - Grants

Over budget \$1,100 - 22% for the month. Over budget \$4,475 - 45% for the year. In line with the revenue from the grant. Timing issue.

T Staff Expense

Under budget \$2,320 - 49% for the month. Under budget \$4,573 - 13% for the year. Monitoring mileage reports, less staff.